



COVID-19: Monitoring Checklist for Infection Prevention & Control Practices

Checklist details

The objective of the checklist to follow up and support the IPC practices in centres/facilities/places so as to prevent Covid-19 spreading. There are four sections in checklist that will be used at the following places: quarantine or isolation centres, health facilities, offices or institutions and points of entries (POEs).

How to fill up the checklist: Please use a variety of methods: discussing with relevant authority, health workers; check documentations (meeting minutes, reports, monitoring schedule, tools etc.), observe practice, physical checking of situation. For every yes, there will be 1 point given and for each yes answer, the boxes underneath in yellow and green colour will be ticked which means 'average' and 'satisfactory' status respectively. But any of those ticks will reflect score 1. Remarks column has to be filled to provide the justification of the scoring or ticks.

The final score that will result from filling up the checklist will provide an indication on the performance of the each category of places. The monitoring team will share the findings with the respective heads/managers of the health facility/centers/institutions/offices. This will guide them to prepare their action plan to fix identified areas. In case where the information is not available, code 99 may be used and 88 can be used where the situation is not applicable.

Category of places where the checklists will be used:

1. Isolation and quarantine centres: All isolation and monitoring centres at national and subnational level
2. Offices/Institutions and other relevant places: Banks, offices, schools, religious institution, asramas, hostels, restaurant, shopping centre. The relevant part of the checklist may be used depending on the available services
3. POEs: all border areas from where all arrived passenger enters
4. Health facility: All levels of health facilities, however, not all health facilities have similar services available. In that case, only the relevant parts of the checklist may be used.

Checklist for Isolation and Quarantine centres

SL	Questions	Yes (score 1)		No(score 0)	Remarks
		Satisfactory	Average	Unsatisfactory	
	Administration				
1	Does the centre have a dedicated team or focal person to monitor IPC implementation?				
2	Is there a system of regular reviewing of IPC activities in the health facility to identify pertinent issues on IPC implementation?				
3	Is there a system in place to identify gaps for minimal resources, supplies and staffing for continued IPC practices?				
4	Does the centre co-ordinate with relevant other departments (i.e, environmental departments) or local authorities for IPC activities?				
5	Is there a disseminating activities (individual counseling, meeting, displaying posters, leaflets etc) in place for providing necessary information to appropriate audience (staffs, cases, visitors etc)				
6	Does the centre have a defined inventory (register, records of stocks, ongoing supplies etc) for IPC supply and logistics including PPE?				
7	Is regular estimation done to check adequacy of the required IPC supplies (including PPEs) in line with their consumption?				
8	Is there a crisis management plan in place to meet up additional PPE, IPC supplies?				
9	Does the centre have a system to audit PPE adherence by staffs especially during the care for cases/suspected cases?				
10	Does the centre have a contingency plan for managing staff absenteeism to ensure continued IPC practices?				
	Guideline and orientation				
11	Does the centre have any protocol/guideline for IPC practices?				
12	Are the staffs oriented on IPC protocol/guideline?				
13	Does the centre follow any protocol/SOP for disinfection and sterilization of equipment, devices?				
14	Does the centre follow a regular schedule for cleaning and disinfection of working surfaces?				

15	Does the centre follow a regular schedule for cleaning and disinfection of rooms/spaces used by cases/ suspected cases/quarantined individuals?				
16	Is there a SOP or protocol available for waste management?				
17	Are staffs oriented on proper use of PPE (according to WHO PPE recommendation for TL) with appropriate technique?				
18	Are regular orientations being conducted to the critical staffs (who are involved in providing direct service to the cases or suspected cases) engaged in IPC activities?				
	PPE and IPC materials availability				
19	Is adequate personal protective equipment (PPE) supply available for staff's protection (in line with the WHO PPE recommendation for TL)?				
20	Are staffs aware on the WHO PPE recommendation for TL?				
21	Do the staffs follow the PPE recommendation?				
22	Are the PPEs readily accessible to all staffs?				
23	Are sufficient stocks of personal protective equipment (PPE) available?				
24	Does the centre have adequate stock of disinfectants?				
25	Does the centre have adequate stock of soap, alcohol-based hand sanitizer and paper towels (or any other alternatives) for hand washing?				
	Information, dissemination and communication				
26	Does the centre have a counseling support for IPC practices for staffs, cases, visitors?				
27	Are the quarantined /isolated individuals aware of the precautionary measures?				
28	Does the centre have displayed information on IPC at strategic places (entrance, waiting rooms, triage areas etc)?				
29	Do all hand washing stations have a displayed poster on hand washing techniques?				
30	Does the centre have a system to share IPC related data and information in a common platform with staffs, managers?				
	Infrastructure including hand washing facilities and practices				
31	Does the centre have running water?				
32	Does the centre have proper hand hygiene				

	facilities (Handwashing stations) strategically located in critical areas with soap with dispenser / hand sanitizer?				
33	Do all staffs have access to the hand washing facilities located at strategic areas?				
34	Is there a designated area for donning & doffing PPE?				
35	Is there a hand washing station located at donning & doffing areas with soap with dispenser / hand sanitizer?				
36	Does the centre have a dedicated triage space(s)?				
37	Does the centre have dedicated area(s) for the disinfection and sterilization of biomedical equipment and material devices?				
38	Does the centre have well-ventilated single rooms (60 L/s per patient) for each confirmed case/suspected cases in quarantine/isolation?				
39	Does the centre have 1 meter distance between beds/seating chairs where applicable (in isolation wards/rooms/quarantine place)?				
40	Is there a visitor restriction system in place?				
	Monitoring on IPC				
41	Is there a monitoring system available for observation of handwashing practices?				
42	Is there a monitoring system available for checking staffs wearing PPE according to the guideline?				
43	Is there a monitoring system available for checking if the quarantined /isolated personnel practice hand hygiene?				
44	Is there a monitoring system available for checking if the quarantined /isolated personnel practice respiratory hygiene?				
45	Is a PPE breach log in place and being maintained?				
46	Is there any separate sample collection area which is regularly cleaned and disinfected?				
47	Are there dedicated thermometers & BP apparatus used for the suspected/confirmed cases?				
48	Are colour-coded bags being used for medical waste management and disposal?				
49	Does the centre practice segregation and disposal of waste following protocol?				
50	Are the sharps (if any) being disposed as per protocol?				

51	Is monitoring being done to check IPC practices during transportation of the confirmed or suspected cases (from in-out of facility or within centre)?				
52	Does the centre maintain a visitor's log book to manage minimal entry of visitors?				
	Environmental cleaning				
53	Does the centre allocate designated personnel for supervising the environmental cleaning?				
54	Are the frequently touched surfaces being cleaned and disinfected on a daily basis with regular disinfectant (containing a diluted bleach solution (that is, 1-part bleach to 99 parts water)?				
55	Are the bathrooms, toilet surfaces being cleaned and disinfected on a daily basis with regular disinfectant?				
56	Are the rooms used by cases or suspected cases being cleaned and disinfected on a daily basis with regular disinfectant?				
57	Are linens used by the cases/suspected cases being cleaned (using regular laundry soap and water or machine wash at 60-90 °C) regularly and dried thoroughly?				
58	Do the cleaning personnel use gloves during cleaning activities?				
59	Does the facility maintain a rotational shift for the cleaners or relevant staffs?				
60	Is the ambulance being disinfected every time a case (suspected/confirmed) was carried?				
	Total score				
	Percentage obtained (Score obtained/max score*100)				

Summary findings:

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Summary recommendation:

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